

INFORMATION MESSAGE

(Please read this page thoroughly)

Welcome to the jury panel of the United States District Court for the Western District of Michigan. Enclosed with this summons you will find a questionnaire which is used during the actual selection process. *Even though you may have already completed one, you must complete the questionnaire and return it with the acknowledgment* within **5 days** in the envelope provided.

PLEASE NOTE: *ALL JURORS MUST* call our telephone recording system **AFTER 12:00 NOON the THURSDAY BEFORE YOU ARE SCHEDULED TO APPEAR**. The numbers are: local/Lansing **377-1586 or 1-800-446-8713**. You will hear a recorded message giving you specific information for your *jury group*. In some instances you will be told to report as directed; however, you *MAY* be informed not to report on the date specified in this summons, but rather to report at a later date or time. The answering machine may be quite busy; therefore, if you get a busy signal, keep dialing until you get through. During the evening hours (**after 7:00 p.m.**), an alternate telephone number is available: **(517) 377-1658**. Should you report for jury duty without first calling **377-1586 or 1-800-446-8713** for final instructions as outlined above, you will **NOT** be authorized to collect the \$40.00 attendance fees, overnight subsistence, or mileage allowance. **Term of service: 2-4 weeks, depending on the court's trial docket.** **DRESS:** Please use good judgment and dress conservatively.

PARKING - Do *not* park at a parking meter. You will not have time to leave the court to pay meter charges and the court is not responsible for any parking violations. Several commercial parking lots are located near the court. However, parking space in the area of the courthouse is scarce and may be difficult to find. Please allow yourself extra time for this purpose. A validation program is utilized whereby parking fees are paid directly by the court. The validation program encompasses the lots listed on a street map, which is illustrated on the reverse side of this information message.

SUBSISTENCE ALLOWANCE - A small number of jurors are required to travel a long distance in order to fulfill their obligation as a juror. A subsistence allowance is made available to those jurors. The current subsistence allowance is \$117.00 per day, which is intended to cover the hotel and meal expenses which will be incurred. To qualify, you must meet the following criteria:

Winter period: During the months of November through March, jurors living 85 miles, or more, from the courthouse are allowed to stay overnight without prior consent from the court, *provided they have called the recording system and are instructed to report for the scheduled jury selection.*

Summer period: During the months of April through October, jurors living 100 miles, or more, from the courthouse are allowed to stay overnight without prior consent from the court, *provided they have called the recording system and are instructed to report for the scheduled jury selection.*

EXCUSES/DEFERRALS: Personal hardship requests for deferral to another term *must be submitted in writing by the juror* as soon as possible after receiving this summons and may be returned to the court in the envelope provided in this summons. *Requests for deferral/excusal cannot be granted over the telephone.*

WHERE TO REPORT: The Courthouse is located in the Post Office/Federal Building, corner of Walnut and Allegan, Lansing, Michigan 48933. The telephone number to the Clerk's Office is (517) 377-1559. You must report to Jury Assembly, Room 106, which is located on the first floor. You will be given directions to the jury lounge which is provided for your use with restrooms, public telephones, and refreshment facilities located nearby. Coffee is available in the jury lounge.

FAILURE TO REPORT: Jurors who fail to report for jury service and who are not excused or deferred by the court may be held in contempt of the Jury Service and Selection Act. Contempt penalties range from \$100 fine to three days imprisonment, or both, as provided by *Title 28, Section 1866(g), United States Code.*

Other questions? Visit our web site at www.miwd.uscourts.gov

